INSTRUCTIONS FOR THE FORMATTED PREVAILING WAGE SURVEY SPREADSHEET

If you have experience completing the annual prevailing wage rate survey, you may wish to use the formatted spreadsheet to submit your annual prevailing wage survey data. The formatted spreadsheet is developed in Microsoft Excel 2003.   Download the spreadsheet to your personal computer.

Refer to the formatting requirements that follow below. If you have questions about what information goes in each column of the already formatted Excel spreadsheet refer to the Instructions for completing the survey on page 3 of the 2015 survey booklet.

This is the FILE LAYOUT for the formatted Excel spreadsheet:

	Column & Field Name	Field Type *	Do Not Exceed Maximum Length of Field	Value / Description
A	Survey Year	T	4	Value of **2015**
B	Control #	T	8	Number located on top left side of survey form
C	Form #	T	11	Number located on top left-central side of survey form
D	Project Name/ Description	T	30	Name or description of the project, like **Water St Office**
E	Project Type	T	1	Type of Project is **A, B, C, D** or **E** (see pp. 7-8 of 2014 survey booklet)
F	Public Project	T	3	Did the project have government required wage rates? **Yes** or **No**
G	Location of Project	T	25	Name of City, Village or Township where the project was located. Abbreviate **C, V,** or **T** with name.
H	County Code	T	3	Number assigned to county (see p. 8 of 2015 survey booklet)
I	County Name	T	25	Name of county where project was located
J	Job Class Code	T	3	Number assigned to employee job classification (see p. 9 of 2013 survey booklet)
K	NOT USED	T	3	For Department Use Only so insert **XXX**
L	Employee Job Classification	T	30	Name of employee job classification (corresponding to Job Code listed in Column J)
M	Hourly Basic Rate	N	6	Hourly basic rate you paid your employee (do not average)
N	Hourly Fringe Benefits	N	6	Hourly value of the fringe benefits you paid on behalf of the employee (do not average & do not add to Hourly Basic Rate in Column M). Insert **0** if you do not pay fringes.
O	Union	T	3	Was employee a Union member? **Yes** or **No**
P	Total Hours Worked	N	8	Number of hours paid at the listed Hourly Basic Rate & Hourly Fringe Benefit rate
*Text field or **Number** field				

The chart above is for reference to explain how data is entered. Do not label the columns of the spreadsheet and do not insert any formulas or punctuation marks.

There should be:
- only 16 columns and as many rows (records) as you need to enter for your projects
- no blank columns in any row of data, &
- no rows above the first record of entry.

In addition:
- delete all empty records/lines after the last entry &
- delete all 0/zero records (no total hours [Column P] per that employee per that job/project).

Keep a copy of the data and signed survey form for your records.

Email Instructions

Write on your survey form (the last page of the 2015 survey booklet), "Survey data submitted via e-mail" & complete the signature box. Create a PDF of this document and attach it to your survey submission email. (If you prefer, you may fax the signed survey page to 608-267-4592.) Attach your Excel spreadsheet and signed survey form to an email with a subject heading that lists your control number. Email it by July 31, 2015, to:

pwsurvey@dwd.wisconsin.gov

BEFORE you hit the Send button, confirm that:
- your survey attachment has data in it,
- you attached (or faxed) the signed survey sheet (the last page of the survey booklet)
- you listed your control number in the subject heading of the email.

If you need help, call the survey hotline at (608)267-9331.